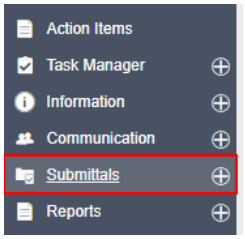
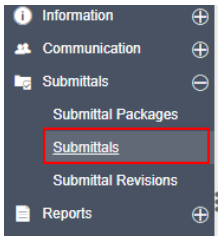
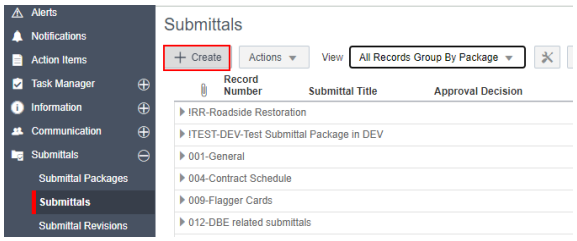
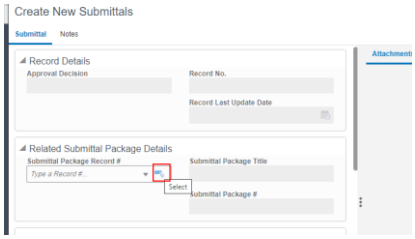
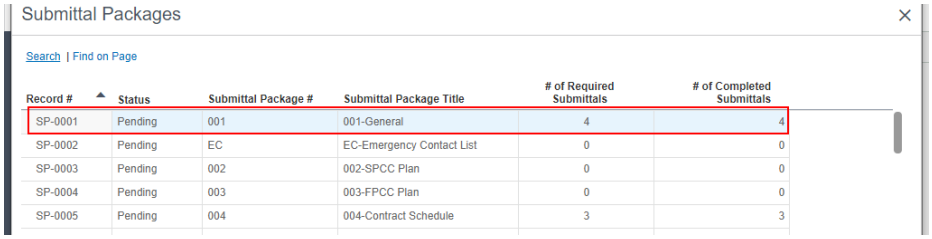
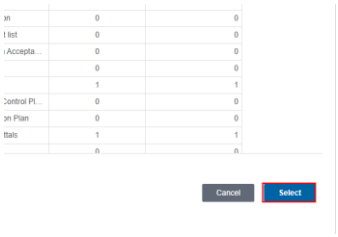
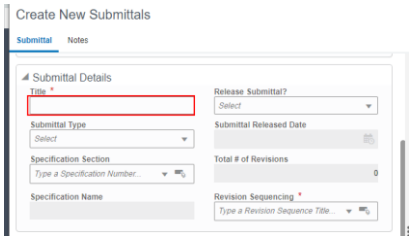
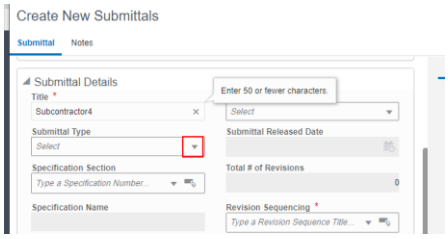
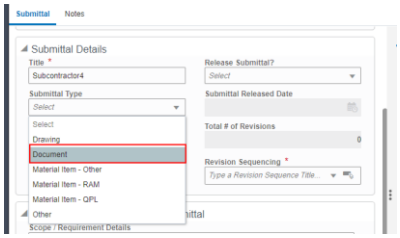
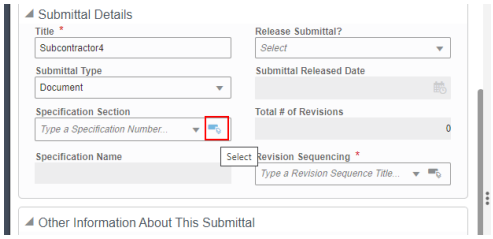
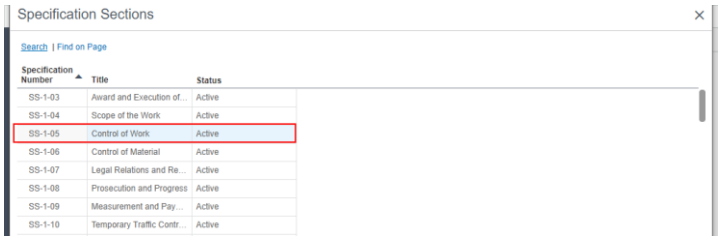
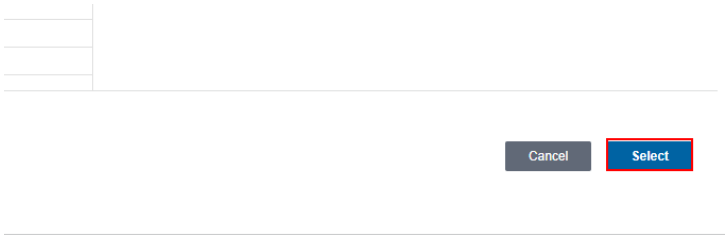
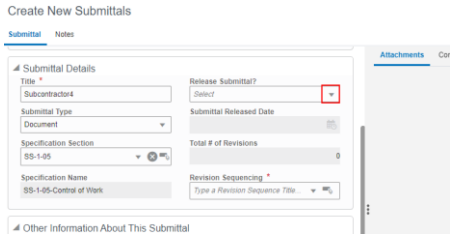
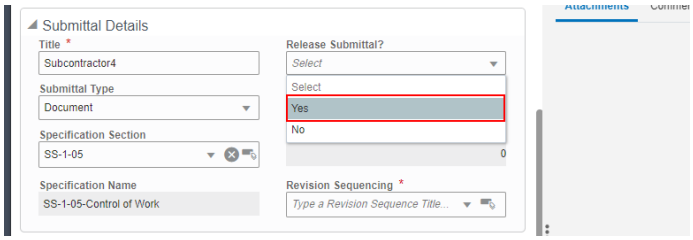
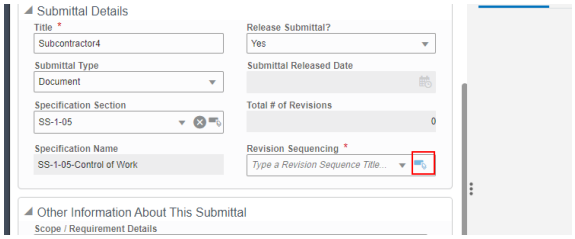
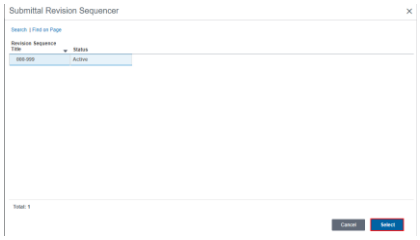
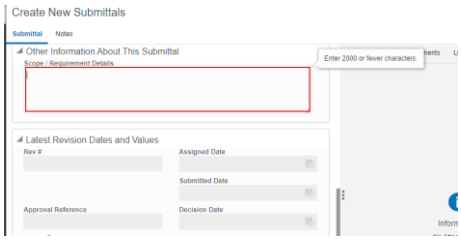
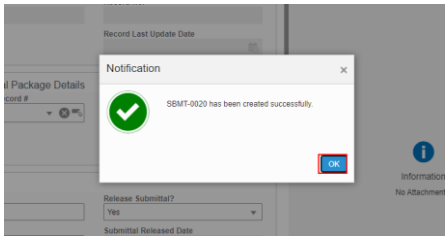
Submittal-1: Create (Contractor) NEW

Step	Action
1.	Click **Submittals.** 
2.	Click **Submittals.** 
3.	Click **Create.** 
4.	Click **Drop down** to select Submittal Package Record # (i.e. Request to Sublet, Traffic Control Plans, General or Bid Item, etc. - the Submittal Package related to this submittal). 

Step	Action
5.	Select appropriate **Submittal Package.** 
6.	Click **Select.** 
7.	Enter **Submittal Title**. Example "**Subcontractor4**". 
8.	Click **Drop down** to select Submittal Type 
9.	Select appropriate **Submittal Type.** 

Step	Action
10.	Click **Drop down** to select **Specification Section** related to this submittal. 
11.	Select appropriate **Specification Section.** 
12.	Click **Select.** 
13.	Click **Drop down** to select Release Submittal. 
14.	Select **Yes.** 

Step	Action
15.	Click **Drop down** to select Revision Sequencing. 
16.	Select **000-999.**
17.	Click **Select.** 
18.	Enter applicable **Scope/ Requirement Details**. Example "**Scope/ Requirement Details here**". 
19.	Click **Submit** to create submittal.

Step	Action
20.	Click **OK.** 
21.	**End of Procedure.**